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20 September 1968

Mr. Bannerman via Mr. Coffey [REDACTED]

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Reports reflecting initial actions taken and future plans for implementing the Records Purge in the DDS have been received from seven (7) offices and the Support Services Staff. We did not receive a report from the Office of the Deputy Director Support. Following is a brief summary of these reports:

- a. Each office and staff has appointed a responsible officer with authority to review and dispose of unnecessary records.
- b. Three offices, (Medical, Personnel and Security) and the SSS visited the Records Center to review their records holdings.
- c. Security and Training have requested the return of over 200 boxes to headquarters for review and purging.
- d. The Office of Training has authorized destruction of 128 cubic feet.
- e. All seven (7) of the DDS Offices say that priority will be given to the review and revision of retention schedules. Much can be done in this area because most offices have designated conservative retention periods for their records and some are far beyond the disposal schedules authorized by Congress. The Office of Finance reports that they will request approval of a schedule revision that will result in the destruction of 578 cubic feet. It is hoped that the next month will produce similar results in other DDS Offices.
- f. Several offices indicate that in the immediate future they will visit the Center in order that they may physically view the records, purge those that are scheduled, and request schedule revisions for those that require reduction in retention periods.

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Chief, Support Services Staff

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